



Attachment A

Reservation Agreement Legacy HALL

4301 New Town Avenue
Williamsburg, Virginia 23188
757-259-5410

This **Reservation Agreement**, along with a \$25 processing fee, a security deposit and the Insurance Acknowledgement form must be completed to reserve Legacy Hall. The forms and fees should be mailed or delivered to James City County Parks and Recreation, 5300 Palmer Lane, Suite 1A, Williamsburg, Virginia 23188. Please make checks payable to ***Treasurer, James City County***.

Reservations for Legacy Hall are accepted up to one year in advance of the event date, but no later than two weeks in advance of the event date. The Applicant/User must read and agree to abide by the **Legacy Hall Policies and Procedures**.

The Applicant/User signing the Reservation Agreement **must be at least 21 years old** and must accept the responsibility for use of Legacy Hall during the date and time agreed.

Applicant/User Information

1. Applicant/User Name: _____
2. Address: _____
3. City/State/Zip Code: _____
4. Phone: _____ Fax: _____
Email: _____
5. Name of Organization (if applicable): _____
6. Non-Profit Organization? Yes _____ No _____
7. Date of Event: _____

(Note: Legacy Hall is not available on James City County observed holidays.)

Program Information

Today's Date _____/_____/_____ Date of Event: _____/_____/_____

Time In: _____ Time Event Begins: _____ Time Out: _____

Description of Proposed Activity: _____

Total Number of Expected Participants: _____

Note: Building occupancy is limited to 299 by James City County Fire Code.

Will food be provided? Yes ___ No ___ Will alcohol be served? Yes ___ No ___

Will a Caterer be used? Yes ___ No ___ Name of Catering Company _____

If the answer to these questions is "Yes," a Food and Beverage Agreement must be completed. If you are serving alcohol or are hiring a caterer, a certificate of insurance is required.

Will a Tent be used? Yes ___ No ___ (If "Yes," complete Tent & Rental Information form. Tent rentals are the responsibility of the Applicant/User.)

Specific Needs Requested for Legacy Hall, at no additional cost:

- | | |
|--|---|
| <input type="checkbox"/> Public Address System/Lectern | <input type="checkbox"/> Projection Screen |
| <input type="checkbox"/> Tables/Chairs | <input type="checkbox"/> Patio (West Terrace) |
| <input type="checkbox"/> Set up Services
(James City County equipment only) | <input type="checkbox"/> AV Cart |

NOTE: We do NOT provide linens or dishes.

Will rental equipment or furniture be used for the event? Yes _____ No _____

Name of Rental Company: _____

Names of Rental Contact(s): _____

Rental Contact(s) Telephone: _____ Cell Phone: _____

It is the responsibility of the Applicant/User to ensure the delivery and removal of rental equipment, set up, decorating, breakdown and clean up are accomplished within the time period reserved by the Applicant/User on the Reservation Agreement. Any time in excess of the contract time will be charged an additional \$150 per hour (prorated) and will be deducted from the security deposit.

Insurance Acknowledgement Form

If applicable, A CERTIFICATE OF INSURANCE for General Liability covering the event is required. (See Insurance in Section G, Items 1 and 2.) The Certificate of Insurance must be provided to James City County Parks and Recreation at least 30 days before the event.

Please carefully read the following statement before signing:

I have read and understand the **Legacy Hall Policies and Procedures** governing the use of Legacy Hall and understand the refund of my security deposit is conditioned upon my adherence to these policies and procedures. I agree to indemnify and hold harmless James City County, its agents and employees from liability for any and all liability or damages resulting from use of the property.

Date: ____/____/____

Applicant/User Signature: _____

Title: _____

Legacy Hall Reservation Agreement Policies and Procedures

1. The Applicant/User is responsible for enforcing law and order or hiring at the Applicant/User's own expense a James City County Police Officer to do so during the event period.
2. The Applicant/User must comply with all smoking, fire, alcoholic beverage, noise and other lawful regulations.
3. No pets or animals (except service dogs) are permitted in the facility.
4. The Applicant/User is responsible for removal of all personal articles including leftover food, beverage containers, and decorations.
5. Open air consumption of alcohol is prohibited on the West Terrace. Alcohol may be consumed within walled tented enclosures erected on the West Terrace, provided the required ABC License has been secured and is properly posted.
6. Amplified sound systems may be used, but must be held to the minimum volume necessary to address only those in attendance, and must not disturb surrounding residential areas. Amplified music shall only be played inside the building and should not be heard outside the building after 10 p.m.
7. All vehicles must be parked in designated parking areas only.
8. The Applicant/User agrees to pay for all damages to the facility, grounds and property, and for any other charges that may be incurred.
9. Damages incurred in excess of the security deposit amount will be assessed by the County and charged to the Applicant/User, in addition to the loss of deposit. Deposits will not be refunded in the following circumstances:
 - damage to the facility or grounds
 - damage to facility equipment or appliances
 - failure to properly clean up food, beverages and trash – both inside and outside - including areas surrounding the West Terrace on Sullivan Square
 - incomplete removal of decorations, rental furniture or equipment
 - any time in excess of the contract time will be charged an additional \$150 per hour (prorated)
 - other like reasons